

COMPANY HUB

User Guide for
Company Account
Administrators



22-23 May 2024
Superstudio Maxi, Milano

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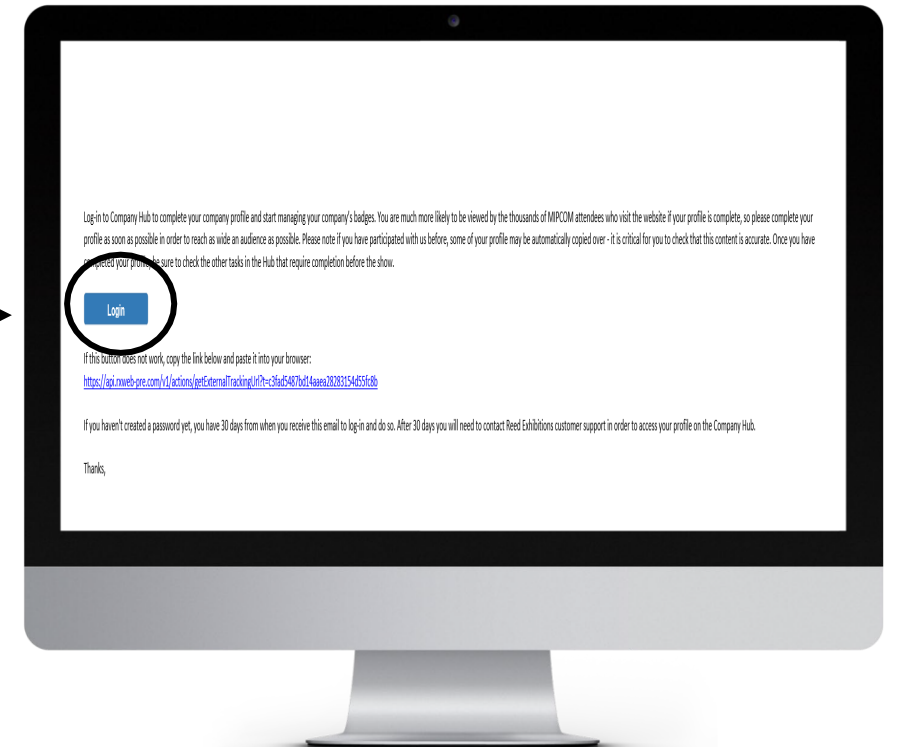
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- ❖ **Affiliates** : Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.
- ❖ **Dashboard** : Interface where you can monitor your leads and your company page statistics
- ❖ **Emperia on-site lead capture** : Emperia app that allows exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.
- ❖ **Primary administrator** : The main contact in your company to prepare the market who has access to the company page, receive Emperia lead notifications, register exhibitor delegates, invite affiliates and add other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary admins).

HOW TO LOG IN TO YOUR COMPANY SPACE ?

Once your participation is confirmed, you will receive an email from RX Global : no-reply@rxglobal.com
If you have not received it, please contact the [Help Desk](#)

Click on the link
received by email and
personalize your
password

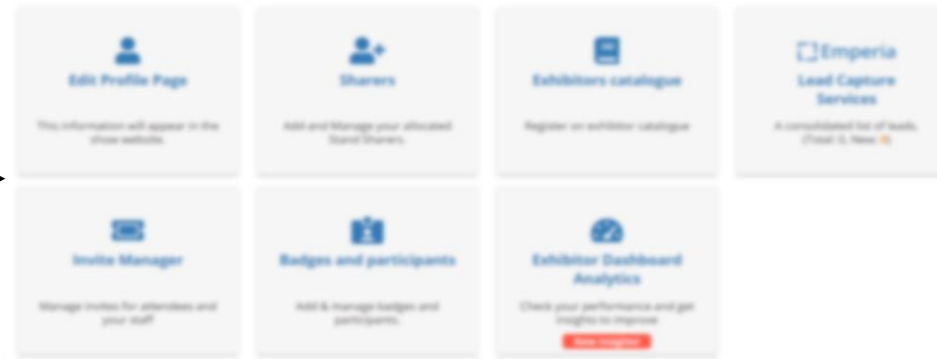


HOMEPAGE OF YOUR COMPANY HUB

Here you will find the name of **your company**



Here you will find the name of your **package type**



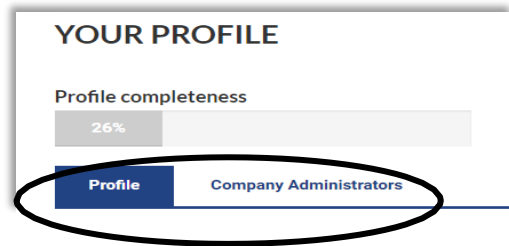
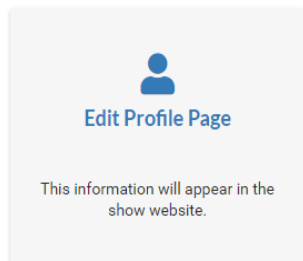
Here are the details of **each section** of your Company Hub

EDIT MY PROFILE

The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other to **managing/adding other administrators from your company**.

Complete all the elements that will be used for:

- your listing on the fair's website search engine
- your recommendation to visitors who pre-register



Here you will be able to **navigate between both parts**



Access the **profile section** to modify your company's information

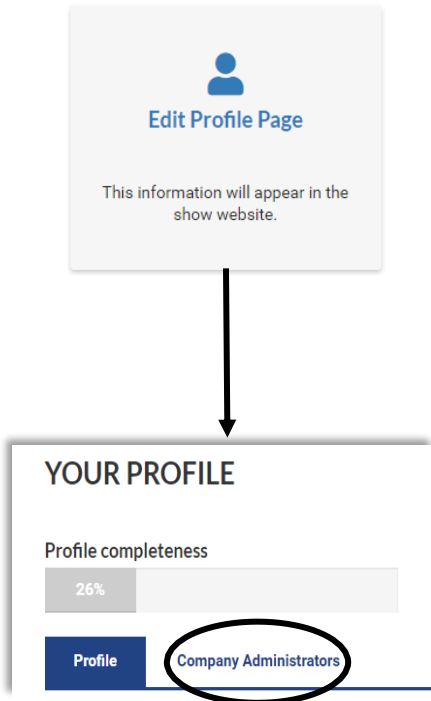
Please **complete your company profile** with as many details as possible !

Logo, description, cover image... **Boost your business opportunities!**

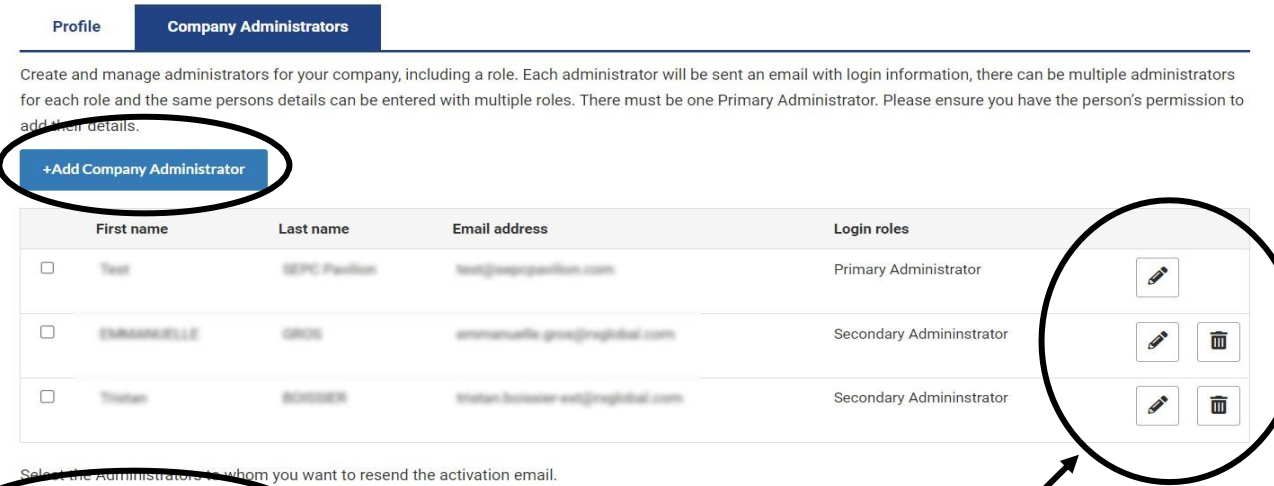


EDIT MY PROFILE - COMPANY ADMINISTRATOR TAB

Exhibitor administrators are individuals from your company who require access to the exhibitor space. Secondary administrators will have the same access as the primary administrator.



Please add any of your colleagues who **should have access to the company page full set up.** They will receive an activation email.



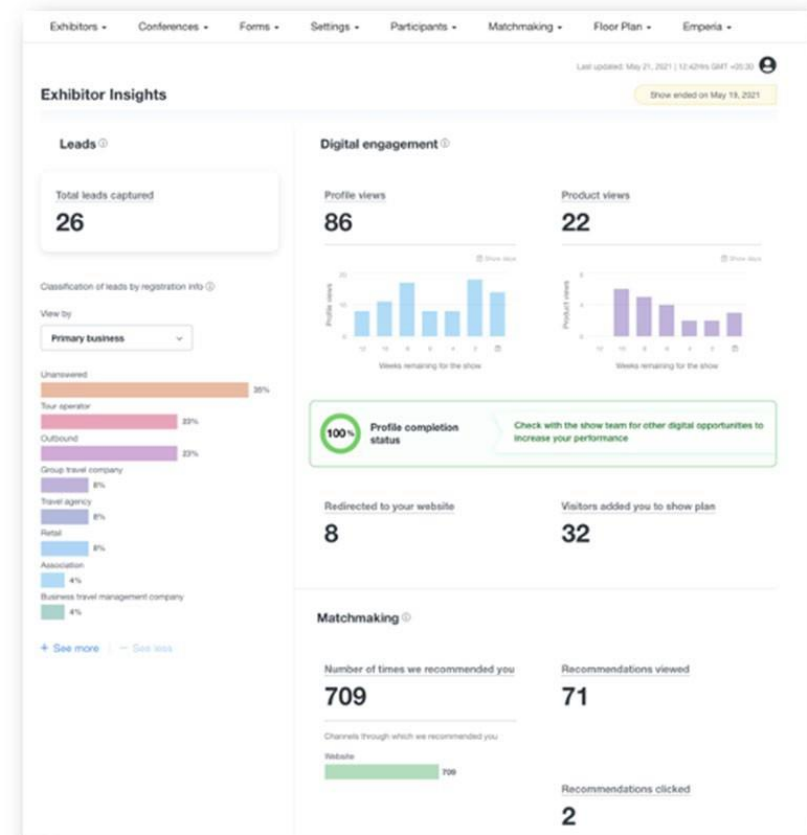
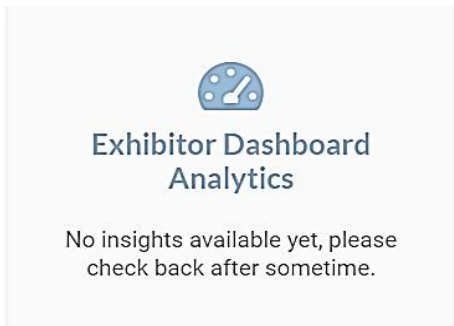
Resend the activation email to the company page (in case your colleague did not receive it)

Update your company admins list at anytime

The Exhibitor Dashboard allows you to **access a wealth of data regarding your performance at the exhibition.** This dashboard synthesizes your leads generated during the show (*with Emperia app*). Its pro version also allows you to **compare yourself with your competitors.**

This page only becomes accessible **90 days** before the show.

A large amount of data is available to help you understand the **typology of your leads, your strengths, and areas for improvement** for your next exhibition.



EMPERIA : THE LEAD GENERATION SOLUTION

Mobile App to scan visitors' badge at the market



Emperia
Lead Capture
Services

A consolidated list of leads.
(Total: 0, New: 0)

Emperia is a mobile app **to scan visitors' badges at the exhibition**. Collect contacts and find them in your online report available on your exhibitor dashboard.

Customize your account by indicating your company access code


Download the Emperia Mobile app from the App Store or Google Play

Upload up to 3 documents about your company sent to the visitors you scan at the market

Add qualification questions that will be asked to the visitors you scan, in order to better know them

GETTING STARTED
MIPCOM is fast approaching. We want to make sure you're prepared for an important part of your experience - collecting leads with the Emperia Lead Retrieval Application. Using the app at the event is easy - simply scan the code on the visitor badge to capture your connection and record their contact details. Here's a simple "Exhibitor's Guide to Emperia" to get you started and answer some commonly asked questions about the Emperia lead scanning tool.

Available on app store and play store



LOGIN DETAILS
Use these credentials to login to the app. Share this access code with your colleagues from your company so they can capture leads on their own devices as well.

Company access code
XXXXXX

DOCUMENT(S) YOU WANT TO SHARE WITH YOUR LEADS
Select up to 3 documents that you want to highlight and share with your leads as part of the end-of-show summary email that the visitors will receive.

CUSTOM QUESTION(S)
Add custom qualifying questions that you would like to ask your leads during lead capture using the Emperia app at the show. Add multi-choice options for each question. Receive these questions and the captured responses as part of your leads report post show.

EMPERIA : THE LEAD GENERATION SOLUTION

Download your leads

mapic
ITALY

Download the complete list of all your prospects in a single report, available in .csv or .xlsx format.

Every day during the fair or at its conclusion, you have access to visitors who have been scanned by all your collaborators.

At the end of the fair, individuals who have been scanned will receive the documents you have uploaded in the Emperia menu of your exhibitor space, as well as your contact details.

EMPERIA

DOWNLOAD LEAD REPORT

Download your consolidated leads in the format of your choice

Total Leads 0 New Leads 0

↓ .CSV

↓ .XLSX

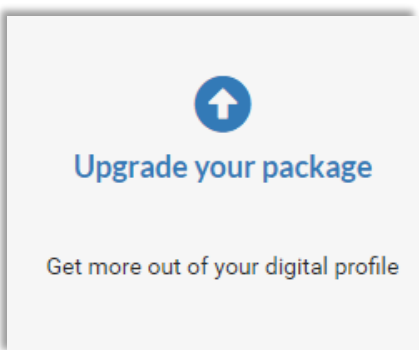
Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format

UPGRADE YOUR PACKAGE

Increase your visibility

mapic
ITALY

Get more visibility by upgrading your digital package. Get your company page promoted on top of everyone else



The mention "your current plan" indicates the offer already included in your online services package

Choose the package of your choice by adding it to your basket before proceeding to payment


On the left, you will find all the explanations about the various options available





Feature title	Bronze Essentials	Silver Standard	Gold Premium
Pricing	€0	€1,500	€2,500
Basic Directory Listing Your name, description and a logo.	✓	✓	✓
Premium Listing Stand out with more space and company images including your company contact details and a product carousel.	×	✓	✓
Sponsored Filter Category Appear at the top of a filter category results list and be identified as the sponsor.	×	×	✓
Home Page Promotion Get showcased as an event sponsor on the home page of the event.	×	×	✓

INVITE MANAGER

Managing paying affiliates' registrations and your quota

In this section, you will find the **registration links to be sent to the delegates of your affiliates.**


Invite Manager
Manage invites for attendees and your staff

Active	Affiliate Badge quota ⓘ https://www.mapic.com/e... 	Links Available 9996 /9999	Link Views 9	 Buy More Links
View completed registrations				
Active	Exhibitor Badges ⓘ https://www.mapic.com/e... 	Links Available 3 /6	Link Views 2	 Buy More Links
View completed registrations				

IMPORTANT:

Stand holder must use only Affiliate links (mandatory).

INVITE MANAGER

Managing delegates and affiliates' registrations

Affiliate Badge quota ⓘ
Active
https://www.mapic.com/e... Copy
Links Available: 9996/9999
Link Views: 9
Buy

Exhibitor Badges ⓘ
Active
https://www.mapic.com/e... Copy
Links Available: 3/6
Link Views: 2
Buy More Links

Indicates the number of registrations available.

Indicates the number of people who have clicked on the link but have not completed the registration.

Copy the link using the button copy.
Send this link to your paying affiliates for them to register

Copy the Exhibitor Link using the button copy.
Send this link to affiliates who benefit from your quota to register

You can find the list of people who **registered with your personalized link** just below

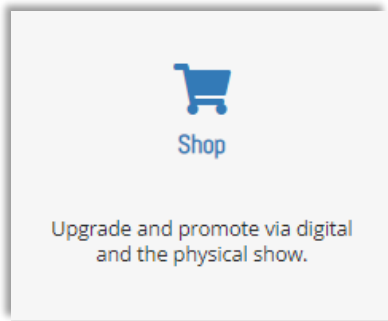
Name	Mobile No. phone	Phone	Email
Not registered	Not registered	00774444	notregistered@gmail.com

View all records

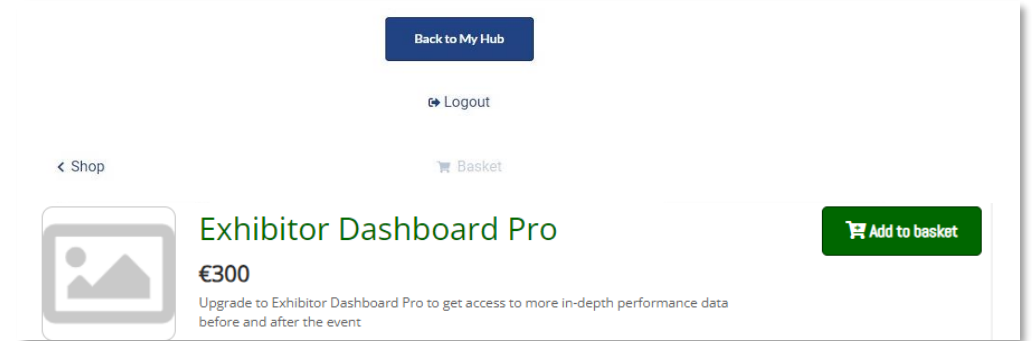
E-SHOP SECTION

Purchase additional delegates badges from your quota stand

Purchase additional products by adding them to your basket and proceeding to payment shop



Anyone can buy additional products

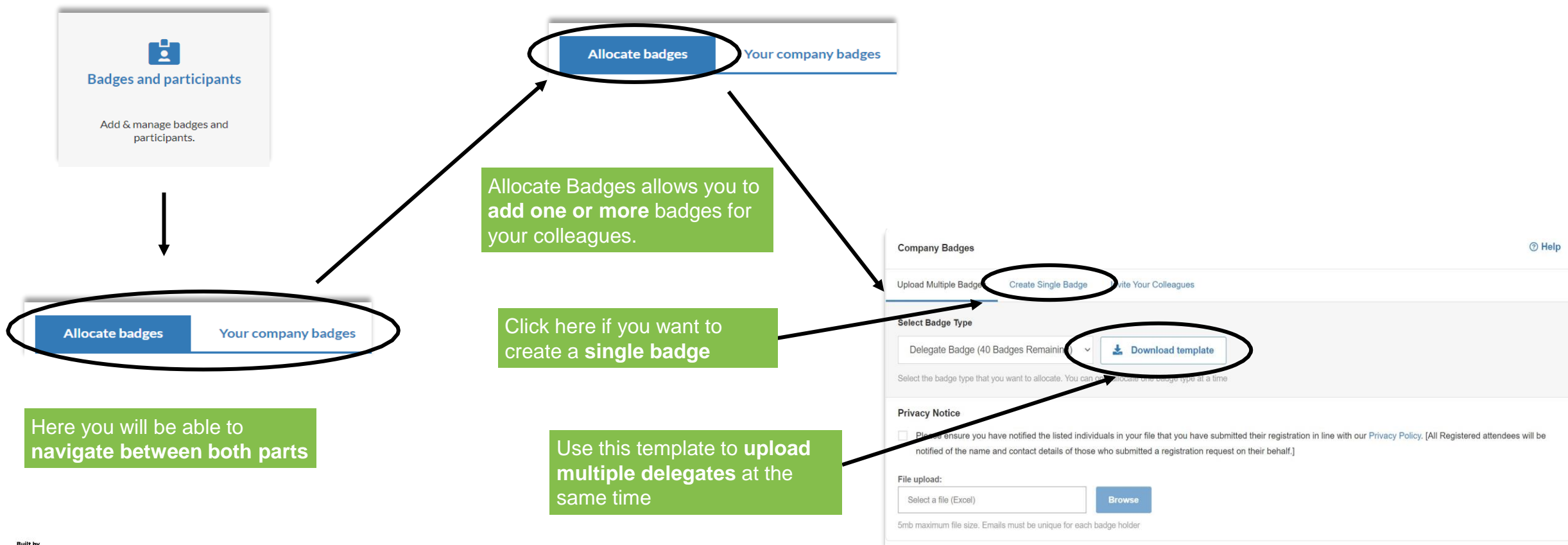


MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota



Exhibitor badges provide access to the fair before the opening hours for visitors and during the setup and dismantling days.



MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota





Badges will be sent by email 2 weeks prior to the show. However, you must have properly completed your profile in its entirety in advance in order to access your badge.

Badge manager
View your badges and allocate them to your staff

Allocate badges **Your company badges (2)**

Company Badges: 2/0 Allocated To allocate new badges, use the template upload feature in the Allocate Badges tab

Badge Status
All

Name	Badge Status	Job Title	Badge Product	Payment Status	
Marco Pizzi	Active	Sales	Exhibitor Badge	Free Badge	 
Giuseppe M...	Active	CDP	Exhibitor Badge	Free Badge	 

Here you can find the exhibitor badges you have uploaded

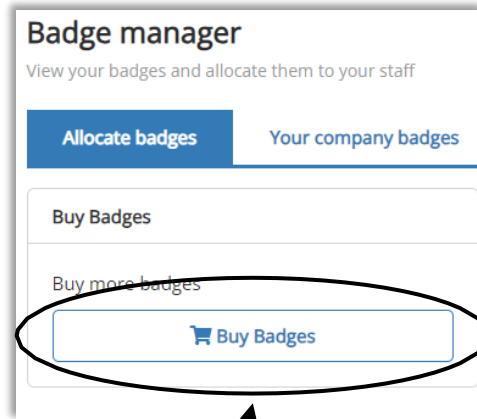
You can modify them (except for the email address). If you modify the badge after reception, information will no longer be valid, and we will have to re-print it onsite

Here you can find the payment status of the badge

MANAGE YOUR COMPANY BADGES

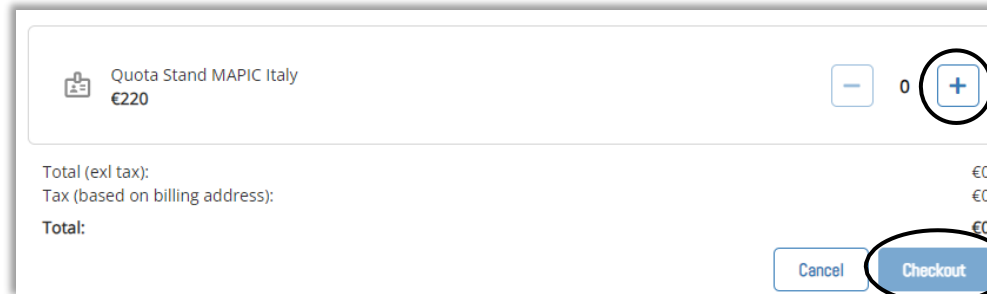
Buying more badges

Purchase additional badges by adding them to your basket and proceeding to payment shop



Anyone can buy extra badges

Purchase more badges using the button "Buy Badges".



Select the quantity you want to buy.

Then, proceed the Checkout.

MANAGE YOUR COMPANY BADGES

Transfer a badge

You can **transfer a badge from one participant to another** within your company. Note that the **first registration will be cancelled**, and the participant will receive a cancellation notification.

Badge manager
View your badges and allocate them to your staff

Allocate badges | **Your company badges (2)**

Company Badges: 2/0 Allocated To allocate new badges, use the template upload feature in the Allocate Badges tab

Badge Status: All

Name	Badge Status	Job Title	Badge Product	Payment Status	
Maria Piana	Active	Sales	Exhibitor Badge	Free Badge	
Giuseppe M...	Active	CDP	Exhibitor Badge	Free Badge	

Click on "Modify"

Transfer Badge Ownership

Please enter the details of the new user who will inherit the badge

First Name: TestMerRXFREGRemp
Last Name: REPLACING
Email: TestMerRXFREGRemp@mailinator.com
Onsite Mobile Phone:
Job Title: TEST
Badge Product: Exhibitor

Click on "Review" and "Validate"

Edit Details

Once a badge is edited a new version will be created. The previous badge will be deactivated.

First Name: test
Last Name: Test
Email: mariakatrina.lincuna@rxglobal.com
Onsite Mobile Phone (optional):
Job Title: A
Badge Product: Exhibitor

Click on "Transfer Badge"

Please find below your available purchased **credits and entitlements for your additional services**



Manage Company entitlements

Manage and share entitlements with your sharers

Thanks to your credits, you can then upload your content into the screening library in your company page (scroll down to “Gallery of Projects and Programmes”)

[← Back](#)

Company Entitlements

Allocate to participants or share with sharers for them to allocate to their participants.

Your company entitlements

Type	Allocated
Credit for a Programme	0/3
Credit for a Project	0/1

Contact our Customer Helpdesk :

- By phone : (+33) 1 47 56 65 00.

Our telephone service is open from Monday to Friday, 9am to 6pm CET.

[By form](#)

[Read the FAQ](#)